

CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS
VETERANS HOME OF CALIFORNIA, YOUNTVILLE
CONTINUOUS TESTING
OPEN, SPOT EXAMINATION
Bulletin Release: 01-02-04



LICENSED VOCATIONAL NURSE
MONTHLY SALARY: \$2,441.00 - \$2,967.00
PLUS: \$800 Monthly Recruitment and Retention Bonus
AND
\$1,000 Annual Bonus After 12 Consecutive Qualifying Pay Periods

EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

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HOW TO APPLY: The testing office accepts State of California application (Form 678), continuously and will notify and test applicants as needed. Do not submit applications to the State Personnel Board.

A copy of a valid license from the State of California to practice as a Licensed Vocational Nurse.

SUBMIT APPLICATION TO: VETERANS HOME OF CALIFORNIA, YOUNTVILLE
HUMAN RESOURCES – Testing Unit
110 California Drive
Yountville, CA 94599-1414

FINAL FILING DATE: CONTINUOUS – Testing is considered continuous as dates can be set at anytime and eligible lists are merged.

EXAMINATION ELIGIBILITY LIMITATION: The testing period for this classification is 12 months. You may not test for this classification more than once in a testing period. If you have taken an examination for this classification with the Department of Veterans Affairs within the last 12 months, you are not eligible to compete in this examination.

SPECIAL TESTING: If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the “Application for Examination.” You will be contacted to make specific arrangements.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of a signed identification to the examination.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:
NOTE: All competitors must meet the education and/or experience requirements for this examination. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.
NOTE: All applications/resumes must include to: “to” and “from” date (month/day/year); time base; and class title. Applications/resumes received without this information will be rejected.

ALL COMPETITORS MUST SHOW THEIR LICENSE NUMBER, TITLE, AND EXPIRATION DATE ON THEIR APPLICATIONS. APPLICATIONS/RESUMES RECEIVED WITHOUT THIS INFORMATION WILL BE REJECTED.

MINIMUM QUALIFICATIONS:
Possession of a valid license from the State of California to practice as a Licensed Vocational Nurse.

SPECIAL PERSONAL CHARACTERISTICS: Aptitude for working with acutely ill geriatric patients, emotional stability, patience, tact, alertness, pleasing personality, neat personal appearance. Willingness to work nights, weekends, holidays, varied shifts and overtime.

THE POSITION
In a 24 hour facility, the Licensed Vocational Nurse, under the supervision of the Registered Nurse or Physician in a State geriatric facility, provides bedside nursing care to physically ill or infirm patients; and performs other work as related.

QUALIFICATIONS APPRAISAL - WEIGHTED 100%

SCOPE: In addition to evaluating the competitors’ relative abilities as demonstrated by quality and breadth of experience, emphasis in the examination interview will be on measuring competitively, relative to job demands, each competitor:

- A. Knowledge of:**
1. Fundamentals of nursing care of a geriatric population.
 2. General nursing procedures and techniques involved in the care of geriatric individuals who are physically ill.
 3. Principles used in caring for the immobile patients.
 4. Medical Terminology.
 5. Hospital routine and equipment.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION
LICENSED VOCATIONAL NURSE - TL78-8249
4VAB4 CONTINUOUS FILING

Licensed Vocational Nurse
Continuous Filing
Open, Spot – Yountville, California

B. Ability to:

- 1. Perform nursing procedures as regulated by licensure and certification.
- 2. Observe and document symptoms and behavior.
- 3. Maintain records and prepare reports.
- 4. Gain the interest, respect, and cooperation of patients/clients.
- 5. Work effectively with patients/clients and the interdisciplinary treatment team.
- 6. Function effectively in an emergency situation.
- 7. Practice universal precautions.

If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his/her application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation.

ELIGIBLE LIST INFORMATION: The resulting eligible list will be used to fill vacancies at the Veterans Home in Yountville, California only. Names of successful competitors are merged into the list in order of final scores regardless of date. Eligibility expires 12 months after it is established.

Veterans Preference credit will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested these points.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Human Resource in Yountville, California at (707) 944-4550, three days prior to the written test if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact Human Resources in Yountville, California, (707) 944-4550 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of Employment Development Department and the Department noted on the front.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Location: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and regency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

Veterans Preference: Veterans' Preference credits will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, VETERANS WHO ACHIEVE PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS CREDITS. Directions for applying for veterans preference are on the Veterans Preference Application form which is available from the State Personnel Board Office, written test proctors, and the Department of Veterans Affairs, P.O. Box 1559, Sacramento, CA 95807.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school on a year-for-year basis.

Veterans Home of California, Yountville
Human Resources -Testing Unit
110 California Drive
Yountville, California 94599-1414
Public Telephone (707) 944-4550
TDD voice of hearing impaired (707) 944-4560
www.cdva.ca.gov